

**OREGON ACCREDITATION ALLIANCE AND  
PROFESSIONAL STANDARDS COMMITTEE**

**BYLAWS**

Duly Adopted by Unanimous Vote this 18th Day of September, 2002

**ARTICLE I**

**Name**

This organization shall be known as the Oregon Accreditation Alliance (Alliance) and is a joint standing committee of the Oregon Association Chiefs of Police (OACP), the Oregon State Sheriff's Association (OSSA) and the Oregon Association of Public Safety Communications Officials (OAPCO).

**ARTICLE II**

**Purpose**

The general purpose and mission of the Alliance shall be as follows:

- A. To establish law enforcement standards that are uniform throughout the state; and
- B. To develop standards that are workable, practical, easily understood and clearly interpreted; and,
- C. To establish standards which make an agency and its personnel accountable to the constituency they serve; and,
- D. To establish and maintain standards which represent current professional law enforcement practices; and,
- E. To increase the effectiveness and efficiency in the delivery of law enforcement services; and,
- F. To promote confidence in the goals, policies and practices of the law enforcement agency; and,
- G. To establish standards which address and reduce liability for the agency and its members; and,
- H. To implement an Oregon program, that establishes standards for state accreditation.

**ARTICLE III**

**Membership/Duties of the Professional Standards Committee (Committee)**

1. The Committee shall be comprised of twenty voluntary members as follows:

- A. Four active members of the OSSA appointed by the President of that Association.
- B. Fourteen active members of the OACP appointed by the President of that Association.
- C. Two representatives appointed by the President of the OAPCO.
- D. The OSSA, OACP, and OAPCO shall pay an annual Association fee as established by the Committee. Non-payment of the annual Association fee shall result in non-participation on the Committee.

2. Terms of office:

- A. Committee Members shall serve a two-year term with a maximum of three consecutive terms. Terms shall be staggered to enhance continuity within the Committee and initial terms shall be for either two or three years with subsequent terms of two years.
  - B. If a Committee Member vacancy occurs, another qualified person shall be appointed as a Member in accordance with this section to fill the remaining term of office. A person that fills such a vacancy shall complete the unfinished term of office and be eligible for re-appointment for an additional three consecutive terms.

3. The Committee shall have the following responsibilities:

- A. Elect annually a Chair, Vice Chair and Secretary/Treasurer who shall serve for one year. The Chair shall be elected by majority vote of the Committee at the last General meeting in which the current Chair holds the office.

Subsequent to the election of a Chair, the Committee shall elect a Vice Chair by majority vote. The Vice Chair shall serve as Chair in the absence of the Chair at any scheduled meeting of the Committee. Subsequent to the election of a Vice Chair, the Committee shall elect a Secretary/Treasurer who shall have the responsibilities and authority established in these Bylaws; and,

- B. Act as an accreditation nominating body for Oregon law enforcement agencies; and,
- C. Make decisions on all "waiver" and "not applicable" standards; and,
- D. Approve all new and revised standards ensuring that none are in conflict with the standards adopted by the Professional Standards Committee; and,
- E. Oversee all fiscal responsibilities of the program; and,
- F. Establish a percentage of standards which must be met in order to become state accredited; and,
- G. Notify the appropriate parent association or group of any vacancy within the Committee.

4. Vacancies as they relate to the Committee shall occur upon one of the following:

- A. The resignation of a Committee Member,
- B. The death of a Committee Member,
- C. The suspension or removal from office of a Committee Member,
- D. A Committee Member misses three General Meetings for any unexcused reason during a Member's appointed term.

## **ARTICLE IV**

### **Committee Staffing**

1. The Committee may select a Director to carry out the day-to-day business of the Alliance and perform other duties consistent with these Bylaws.

2. The OACP shall be responsible for providing the financial management of Committee assets, entering into contracts as recommended by the Committee and administrative services consistent with these Bylaws.

## **ARTICLE V**

### **Meetings**

1. General meetings of the Committee shall be held four times each year (generally in January, April, June and September).

2. Special meetings of the Committee may be called by the Chair or a majority of the members of the Committee. A Committee Member's position shall not be considered vacant pursuant to Article III of the Charter or Article III of these bylaws for failure to attend special meetings.

3. The Chair or his/her designee shall send written notice stating the place, day and hour of any special meeting to each member of the Committee not less than ten days prior to the meeting. The Chair shall send written notice stating the place, day and hour of any General meeting to each member of the Committee not less than thirty days before the meeting.

4. A quorum shall be necessary to conduct any meetings and shall consist of a majority of Committee Members present.

5. In the event a voting quorum is not present at a scheduled meeting, any vote on business before the Committee by present members shall be recorded in such a manner as to note the number for and the number against any proposal. Voted proposals and outcomes will be forwarded to members not in attendance for review and electronic vote. Combined voting results shall be incorporated into the minutes of the scheduled meeting.

## **ARTICLE VI**

### **Voting**

1. Voting on any business that comes before the Committee shall be conducted by a majority vote of at least ten members. Any vote nominating accredited status shall only be held at a General meeting.
2. Only Members of the Committee shall vote on issues coming before it. Voting shall be by voice, by show of hands or electronically. A written ballot shall be used for election of officers. Each Member shall have one vote.

## **ARTICLE VII**

### **Sub-Committees**

1. The Committee Chair shall have authority to appoint any and all sub-committees and determine the membership of those sub-committees. At least two Committee members shall be appointed to each sub-committee.
2. Each member of a sub-committee shall continue as such until their successor is appointed, unless the member is removed from the sub-committee, or the business of the sub-committee is concluded.
3. One member of each sub-committee shall be appointed Chair by the Chair of the Committee. The designated Chair shall be responsible for reporting sub-committee recommendations to the Committee Chair on all sub-committee issues.

## **ARTICLE VIII**

### **Finances**

1. The Committee Secretary/Treasurer shall be responsible for all funds and sureties of the Alliance; receipts for monies due and payable to the Alliance from any source whatsoever, the deposit of all such monies in the name of the Alliance in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the Charter and these bylaws. The Secretary/Treasurer will ensure that all finances are processed in accordance with the following:
  - A. The Committee shall establish standards for the issuance of checks and drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Alliance.
  - B. Funds of the Alliance shall be deposited from time to time to the credit of the Oregon Accreditation Alliance in such banks, trust companies, or other depositories as the Committee may elect.
  - C. The Committee may accept contributions, gifts or bequests, or make donations in the name of the Alliance for general purposes furthering the goals of the Alliance or for any special purpose as determined by the Committee.
2. The Secretary/Treasurer shall provide budget updates to the Committee quarterly.
3. The Committee will provide an annual financial report to the Boards of the OSSA, OACP and OAPCO.

## **ARTICLE IX**

### **Award of Accreditation**

Agencies wishing to pursue accreditation must comply with the procedures established by the Committee for such accreditation.

## **ARTICLE X**

### **Books and Records**

The Secretary/Treasurer shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all General and Special meetings in written form or in any other form capable of being converted into written form within a reasonable time.

## **ARTICLE XI**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or orders the Committee may adopt.

## **ARTICLE XII**

### **Amendment of Bylaws**

These Bylaws may be amended by a majority of affirmative votes of the Members of the Committee present at a General meeting.

## **ARTICLE XIII**

### **Political Activities**

No substantial part of the activities of the Committee shall be the carrying on of propaganda, or otherwise attempting to influence legislation.